

4 (1) b Proactive Disclosures under Right to Information Act 2005

MAHILA SAMAKHYA UTTAR PRADESH

- i. Particulars of organization
- ii. Powers and duties of officers/Employees
- iii. Procedure for Decision Making
- iv. Norms for discharge of functions
- v. Rules, Regulations for discharge of functions
- vi. Statement of categories of documents
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- viii. List of boards, councils, committees and other bodies
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4(1) b (i)

Particulars of the organization, functions and duties

About Us

Mahila Samakhya, Uttar Pradesh (MSUP) is a programme of the Department of Education, Ministry of Human Resource Development, Government of India. The programme was borne out of the need for education programme to play a 'positive interventionist role' in bringing about women's equality. This was emphasised by the New Education Policy of 1986. The programme is implemented through Mahila Samakhya, Uttar Pradesh a registered society started in 1989. MSUP is today working with about 1,06,589 women in 5258 villages in 16 districts of UP, namely Allahabad, Auraiya, Bahraich, Balrampur, Bulandshahar, Chitrakoot, Gorakhpur, Jaunpur, Mathura, Mau, Muzaffarnagar, Pratapgarh, Saharanpur, Shravasti, Sitapur and Varanasi.

Programme Objectives

The broad objectives of Mahila Samakhya are:

- To provide women and adolescent girls with the necessary support structure and an informal learning environment to create opportunities for education
- To create an environment where women can seek knowledge and information and thereby empower them to play a positive role in their own development and development of society
- To set in motion circumstances for the larger participation of women and girls in formal and non-formal education programmes
- To create an environment in which education can serve the objectives of women's equality
- To enable mahila sanghas to actively assist and monitor educational activities in the villages, including primary schools, AE, NFE/EGS/AIE Centres and facilities for continuing education
- To enhance the self-image and self-confidence of women, thereby enabling them to recognise their contribution to the economy as producers and workers, reinforcing their need for participating in educational programmes
- To establish a decentralised and participative mode of management, with the decision making powers devolved to the district level and to mahila sanghas which in turn will provide the necessary conditions for effective participation

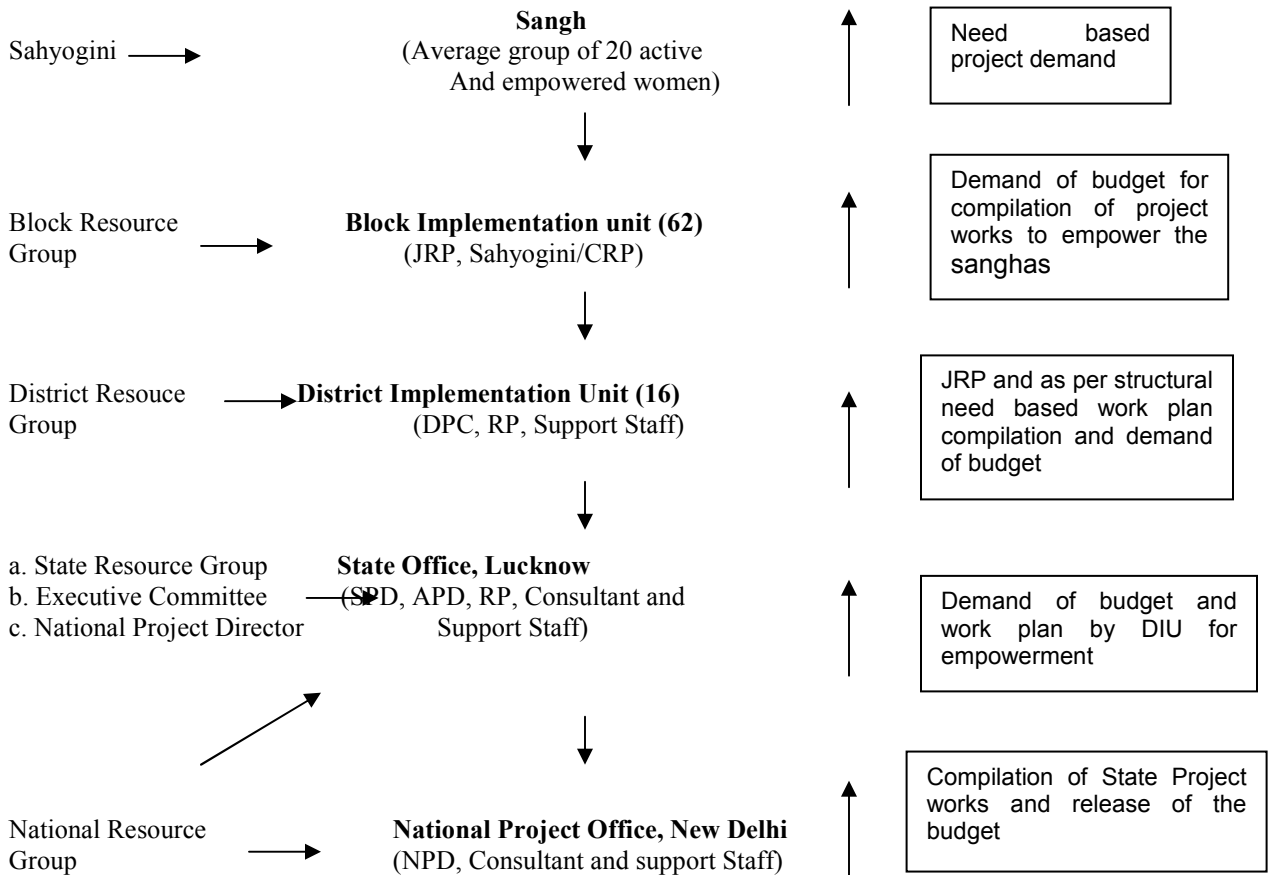
4(1) b (ii)

Powers and duties of officers and employees of Mahila Samakhya Functionaries

Organisational Structure of Mahila Samakhya Uttar Pradesh (MSUP)

Direction/Cooperation

Provision of Budget



Everyone working in the programme has the individual responsibility to understand the goals, objectives and strategies of Mahila Samakhya and act in accordance with them. She/he must understand the role of each and every person working in the organization. In addition to the specific roles assigned to each person, she/he will take on any additional duties assigned. Any activity which is taken up by MSUP during the course of action gets already approved (in exceptional cases post execution approval is sought) by executive committee and there is a provision for the same in AWPB, without which no such activity can be taken up. Utmost care is taken to see that compliance to AWPB is made. Any information asked for by GOI or state government is provided within due time.

4(1) b (iii)

Procedure followed in the decision making process

Implementation Strategy

The basic strategy of the programme is the building of village level collectives or 'sanghas' that are not merely activity oriented but which enable women to raise their self-image and confidence and recognise their own strengths. The programme includes initiatives in literacy for women and young girls, awareness for women on health rights, legal education, participation of rural women in local governance bodies, and support for demanding accountability from mainstream structures and institutions.

4(1) b(iv)

Norms set for the discharge of its functions:

Following norms are followed for the discharge of its functions—

- a. Memorandum of Association of MSUP
- b. Directions received from Society's Executive/ finance committees
- c. Directions from GOI
- d. Rules and Regulations of MSUP
- e. Directions given and noted in the minutes of AWPB as approved by Project Approval Board, GOI

MEMORANDUM OF ASSOCIATION **OF** **MAHILA SAMAKHYA UTTAR PRADESH**

A society registered to implement the programme 'Mahila Samakhya' (Education for Women's Equality) in the State of Uttar Pradesh.

- 1- The name of the Society shall be Mahila Samakhya, Uttar Pradesh.
- 2- Registered Address: The head office of the Mahila Samakhya in the State of Uttar Pradesh is at present at Lucknow. The Executive Committee shall however, have the authority to locate it at any other place in Uttar Pradesh, under intimation to the Registrar of Societies.

3- Aims and objects:

The basic aim of the Mahila Samakhya will be to implement programmes aimed at women's empowerment as envisaged in the National Policy of Education 1986, and the Programme of Action for its implementation published by the Ministry of Human Resource Development (Department of Education) Government of India in May 1986 and August 1986 respectively. Towards this object Mahila Samakhya will work to encourage, assist and promote collective reflection, decision-making and group action by women as a means to their empowerment and for equal participation in the process of bringing about social change. Towards the fulfillment of this basic aim the specific objects of Mahila Samakhya will be:

- (i) to establish at the village, block and other levels participatory planning processes, educational programmes, activity centers and forums for organized action :
- (ii) to improve the level of education of women, of all ages and in all social groups particular attention being given to women in economically and socially deprived areas :
- (iii) to take steps necessary to bring about changes in the process and content of education with a view to eliminating sex stereo-typing, following the policy of non-discrimination and developing among males and females, values that foster women's equality :

- (iv) to organize training of teachers, educational workers, and functionaries of Mahila Samakhya at all levels and to establish, and collaborate with, institutions, organisations and programmes working in this sphere :
- (v) to facilitate organisation of , directly through Mahila Samakhya or in co-operation with the relevant departments of Government or other agencies, programmes and activities supportive for better participation of women in education and other developmental programme:
- (vi) to respond to the extent possible, for protection of women's dignity and for improvement of their living and working conditions : and
- (vii) to establish a mutually supportive system of management between Government and non-Government agencies and to create a system of accountability to village community, particularly women, for the furtherance of the aims and objects of Mahila Samakhya.

1. Functions :

Pursuant to the aforesaid aims and objects , the functions of Mahila Samakhya will be

- (i) to strive for the removal of women's illiteracy and to take all necessary steps therefore :
- (ii) to establish Mahila Samakhya as activity centers for collective reflection of women in villages / habitations and for them to engage in action for self determination in matters affection their lives :
- (iii) to work towards universalisation of primary education, in particular to widen the participation of girls in schools and in Non-formal Education programmes and to take steps for improvement in the quality of primary / Non-formal education by linking them to the aspirations voiced by Mahila Sanghas :
- (iv) to organize , or facilitate organisation of , diverse kinds of vocational education vocational education programmes, including relevant courses of vocationalisation of secondary level ad need based shorter duration courses :
- (v) to establish, or cause to establish, Mahila Shikshan Kendras (insititutes for condensed courses)to enable women to upgrade their educational qualifications and to prepare them for work and employment:
- (vi) to undertake participatory and experience-based training programmes for persons working for, and with, Mahila Samakhya and to contribute to the organisation of such training of teachers, instructors in Non-formal and

Adult Educations programmes, and such other persons as may be able to contribute for the furtherance of the objectives of Mahila Samakhya :

- (vii) to facilitate , through the relevant Government department or any other agency, or where necessary directly through Mahila Samakhya, provision of support services including early childhood care and education, drinking water, fuel and fodder, etc :
- (viii) to support , as may be feasible, institutions, organisations and individuals working towards satisfactory conditions for women workers, for women's dignity in society and in family:
- (ix) to play an interventionist role in furtherance of the policy of the non-discrimination to ensure that the teaching and learning materials in all educational programmes and in curricular and extra-curricular activities are free of sexist bias and promote women's equality :
- (x) to establish institutions, organisations and offices, and to appoint personnel therefor, and to determine the sources of recruitment and conditions of appointment of those persons :
- (xi) to receive , raise and administer funds and discharge of functions of Mahila Samakhya, including to provide grants, fees, honoraria, etc. to other institutions, agencies and individuals and to determine conditions therefor :
- (xii) to bring out, or support bringing out of literature and other media materials :
- (xiii) to use the various modes of communication, including folk and traditional, modern and electronic, to generate a letter awareness among women about the causes of their predicament and to on gender in them confidence to deal with their existential situations :
- (xiv) to organize conferences, seminars, workshops, lectures, etc.
- (xv) to undertake research in , and pursue women's development strategies:
- (xvi) to make rules and bye-laws for the conduct of the affairs of the Mahila Samakhya, and add to amend vary and rescind them from time to time in conformity with aims and objects : and
- (xvii) to take all action as may seem necessary and expedient for the furtherance of the aims and objectives of Mahila Samakhya,.

2. All the incomes, earnings, moveable and immovable properties of the society shall be usually utilized and applied towards the promotion of its aims and objects only as get forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus profits or in any manner whatsoever to the present or past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim or any moveable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.
3. The names, occupations and address of the first members of the General Council are as follows :

Sl.No	Name	Occupation & address	designation in the Society
1.	Sr.P.C. Sharma	Secretary Education , U.P.	Member
2.	Sri. K.K. Jaiswal	Secretary, Rural Development, Uttar Pradesh	Member
3.	Sri .S.K. Mukekrjee	Secretary, Social Welfare, Uttar Pradesh	Member
4.	Smt. Rita Sinha	Director and Secretary , Adult Education,Uttar Pradesh	Member
5.	Dr. L.P. Panday	Director of Basic & Non formal Education, U.P.	Member
6.	Sri.Rajendra Bhaundelwal	Director, Social welfare, Uttar Pradesh	Member
7.	Sri. B.P. Khandelwal	Director of Secondary Education , U.P.	Member

4. It is acknowledged and admitted by all concerned that the Mahila Samakhya, is established by the State Government of Uttar Pradesh in the public interest.
5. We the several members whose names and addresses are given below having associated ourselves for the purposes prescribed in this Memorandum of Association

and set out several and respective hands hereunto and form ourselves into Society (Mahila Samakhya,) under the Selection Registration Act, 1860.

Sl.NO.	Name , address and occupation of member	Signature of member
1.	Sri. P.C. Sharma, Secretary to Government , U.P. Education Department	sd-----
2.	Sri. K.K. Jaiswal Secretary Rural Development , U.P.	sd-----
3.	Sri. S.K. Mukarjee Secretary Social welfare , U.P.	sd-----
4.	Smt. Rita Sinha Director & Secretary Adulty Education, U.P,	sd-----
5.	Dr. L.P. Pandey, Director of Basic & Non formal Education , Uttar Pradesh	sd-----
6.	Sri. Rajendra Bhaunwal Director , Social Welfare , U.P.	sd-----
7.	Sri. B.P. Khandelwal, Director of Secondary Education Uttar Pradesh	sd-----

Signature of all subscribers
attested

संख्या 10291
६९-०१-२०१०



सोसाइटी के नवीनीकरण का प्रमाण – पत्र

नवीकरण संख्या 2716-2009-2010

फाइल संख्या 1-99247

एतद्वारा प्रमाणित किया जाता है कि महिला समाख्या उत्तर प्रदेश

4/13, विशालखण्ड, गोमतीनगर, लखनऊ।

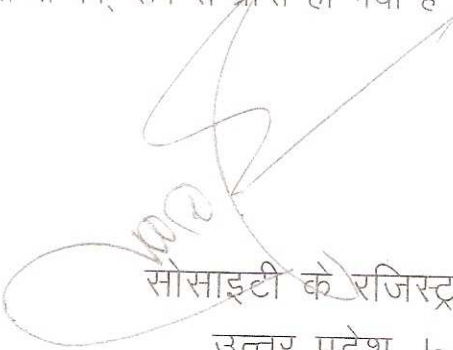
को दिये गये रजिस्ट्रीकरण प्रमाण – पत्र संख्या 1294/1989-90

दिनांक 10/05/1989 को दिनांक 10/05/2009 से पांच वर्ष की अवधि

के लिए नवीकृत किया गया है।

360 रुपये की नवीकरण फीस सम्यक् रूप से प्राप्त हो गयी है।

दिनांक 09/01/2010


सोसाइटी के रजिस्ट्रार,
उत्तर प्रदेश।

Rules and Regulation of the Mahila Samakhya UTTAR PRADESH

1(I) These rules and regulations be called the Rules of the Mahila Samakhya, Uttar Pradesh.

(II) In their scope and application these rules extend to the headquarters, branches and other units of the Mahila Samakhya, Uttar Pradesh.

(III) These rules shall come into force from the date on which the society, namely Mahila Samakhya (name of State), is registered under the Societies Registration Act, 1860.

2.(I) 'Society' means the Mahila Samakhya (name of State) as a society registered under the Societies Registration Act, 1860.

(ii) 'General Council' means the body constituted under Rule 5 of these Rules as the General Council of the society.

(iii) 'Executive Committee' means the Committee constituted under Rule 17 of these Rules as Executive Committee of the Society.

(iv) 'President' means the President of the General Council.

(v) 'Chairman' means the Chairman of the Executive Committee.

(vi) 'Member Secretary' means the Secretary of the General Council and of the Executive Committee.

(vii) 'State Programme Director' means the person appointed as such by the State Government.

(viii) 'Year' unless the context otherwise requires means the financial year of the Government of India.

(ix) 'District Programme Coordinator' means the person appointed as such of the District branch office of the Mahila Samakhya.

(x) 'The Scheme' refers to the centrally assisted scheme, entitled, 'Mahila Samakhya (Education for Women's Equality) started in 1988-89 by Government of India.

(xi) The Central Government means the Ministry of Human Resource Development (Department of Education) Government of India.

(xii) State Government means the Government of the State of Uttar Pradesh.

(xiii) 'National Resource Group', SITARA, District Implementation Unit, and District Research Group refer to and have the same meaning as in the scheme of Mahila Samakhya started by Government of India.

3. The office of the Society will be situated at (capital of the State).

II. Authorities of the Society

4. The following shall be the authorities of the Society:

(i) General Council

(ii) President

(iii) Executive Committee

(iv) Chairman

(v) State Programme Director

(vi) District Programme Coordinator

(vii) Such other bodies, committees or panels as may be appointed or constituted by the Society or the Executive Committee of the Society.

III. General Council

5. Membership

The membership of the General Council will be as follows:

(a) Ex-officio Members

- (i) President of the General Council
- (ii) Chairman of the Executive Committee
- (iii) Secretary, Department of Rural Development in the State Government.
- (iv) Secretary dealing with Women & Child Development in the State Government.
- (v) Director(s) of Primary & Secondary Education.
- (vi) Director(s) dealing with Adult and Non-formal Education.
- (vii) Director of Social Welfare.
- (viii) Chairman, State Social Welfare Advisory Board.
- (ix) Director, State Resource Center (Adult Education)
- (x) All district Programme Coordinators.

(b) Persons from non-government organisations and educational institutions

- (i) Director, SITARA
- (ii) One person each from two non-government organisations from each district taken up under the Scheme Working closely with the District Resource Group, to be nominated by the Group.
- (iii) Three persons from non-government organisation social activist groups to be nominated by the President.
- (iv) Not more than five persons from educational institutions engaged in outstanding work for women's education or closely involved in work relating to women's development or women's studies, to be nominated by the State Government.

(c) Nominees of the Central Government

- (i) Three officials of the Ministry of HRD to be nominated by the Central Government.
- (ii) Three members of National Resource Group to be elected by the Group.
- (iii) Not more than five persons interested in women's development and/or education.

6. (a) Members of the Society by virtue of the office or appointment which she/he holds shall cease when she/he relinquishes charge of that office or appointment.

(b) Persons from non-government organisations and educational institutions shall be members initially for a period of three years and their membership will be renewable.

(c) Other nominated members shall have a term of three years and would be eligible for reappointment.

7. The society shall function notwithstanding any vacancy in any of the its bodies and no act, direction or proceeding of the Society shall be invalid merely by reason of such vacancy or any defect in the appointment of any of its members.

8. The Education Minister of the State shall be the President of the General Council.

9. The State Programme Director shall be the Member Secretary of the General Council.

10. (a) The General Council shall meet at least once every year at such time and place as may be decided by the President. A written notice of 15 clear days shall be given for the annual meeting.

(b) The quorum of the meetings of the General Council shall be one third of its members, provided that a meeting adjourned due to lack of quorum may be held again at any time considered appropriate by the President and no quorum shall be necessary for the subsequent meeting.

(c) The Member-Secretary in consultation with the President may convene an emergency meeting of the General-Council for which a minimum notice of 24 hours would have to be given.

11. The President shall preside over all meetings of the General Council and in his absence the Chairman shall preside.

12. (i) All disputed questions at meetings of the General Council shall be determined by majority vote of the members present and voting.

(ii) Each member of the General Council shall have one vote.

(iii) In case of Equality of votes, the person presiding over the meeting shall have a casting vote.

13. The president may invite any person other than a member to attend the meeting of the General Council, such an invitee shall not, however, be entitled to vote at the meeting.

14. The general Council shall have the following powers and functions, namely

(i) To review the implementation of the Scheme and to give overall policy guidance and direction for efficient functioning of the Society;

(ii) To approve the Annual Budget of the Society drawn up by the Executive Committee and to order it to be submitted to the Government of India for sanction;

(iii) To consider the balance sheet and audited accounts for the previous year;

(iv) To consider the annual report presented by the Executive Committee;

(v) To add and amend the rules of the society with the approval of the Government of India;

(vi) To frame bye-laws not inconsistent with these rules, for the regulation of the business of the Society with the approval of the Government of India;

(vii) To perform such other functions as are entrusted to it under these rules;

(viii) To delegate such of its powers to the Executive Committee and to other authorities of the Society as it may consider necessary and proper.

IV. PRESIDENT

15. The Education Minister of the State Government and in case the State is under the President's Rule. The Governor or one of his Advisors so nominated by him, shall be the President of the Society.

16. (i) The President shall preside over the annual General meeting.

(ii) The President shall provide general guidance and shall have the authority to periodically cause the work and progress of the Society to be reviewed in order to ensure that the activities of the Society are carried out in accordance with the

Provision of the Memorandum of Associations Rules and Regulations and Bye-laws of the Society.

(iii) The President may in writing delegate such of the powers as he may consider necessary to the Executive Committee and to its Chairman.

V. EXECUTIVE COMMITTEE

17. The Executive Committee shall consist of the following members :

(a) Education Secretary of the State Government, who will be the Chairman of the Executive Committee.

(b) State Programme Director of the Society, who will be the Member Secretary of the Executive Committee.

(c) Ex-officio members from the State Government to be nominated by the State Government.

(i) Secretary or Director, Women's Child Development.

(ii) Director of Education dealing with primary or adult education.

(iii) Secretary/Joint Secretary/Deputy Secretary, Department of Finance.

(d) All the District Programme Coordinators.

(e) 2 nominees of the National Resource Group.

(f) 2 officials of (Department of Education), Ministry of HRD, Government of India.

(g) Director of SITARA-State Information Training and Resource Agency.

(h) One non-government organisation from each of the districts selected under the scheme working closely with the District Resource Group to be elected by the Group.

(i) Two persons nominated by the President from among members from educational institutions. Non-government organisation, social activities groups etc.

18. The Executive Committee shall meet as often as necessary, but at least once in each quarter of the year.

19. (i) All meetings of the Executive Committee shall be called by notice of seven days in writing by the Member-Secretary of the Executive Committee.

(ii) The Chairman may call an emergency meeting at a notice of 24 hours.

(iii) Any inadvertent omission to give notice of the meeting or its non-receipt by any member shall not invalidate the proceedings of the meeting.

20. The Executive Committee shall discharge all executive and financial functions of the Society as spelt out in the Memorandum of Association and shall be responsible for the administration of the affairs of the Society subject to any specific directions of the General Council. Department of Education of the State Government and in conformity with the overall advise of the Department of Education, Government of India. In particular, and without prejudice to the generality of the foregoing provisions, the Executive Committee shall have the power :

(a) to execute and implement the Scheme in accordance with the guidelines contained in the scheme of the Department of Education, Government of India and the aims and objects contained in the Memorandum.

(b) to register and establish branch offices of the Society in the districts selected for the programme under the Central Scheme Mahila Samakhya with the powers to receive moneys and make payments and carry out functions in furtherance of the objectives of the Society.

(c) to consider the annual and supplementary budgets placed before it and pass them with such modifications as may be deemed necessary for being submitted to the General Council;

(d) to prepare annual reports and accounts of the Society for the consideration of the General Council;

(e) to create posts and appoint staff for the efficient management of the affairs of the Society and regulate their working conditions : the recruitment and conditions of their service, in accordance with the structures and appointments envisaged in the Central Sector Scheme Mahila Samakhya provided that prior approval of Government of India is obtained in regard to adoption of scales of pay, allowances and revision thereof which differ with the guidelines in this regard in the Central Sector Scheme of Mahila Samakhya.

(f) to receive and to have custody of the funds of the Society and manage the properties of the Society for implementing the programme Mahila Samakhya and expenses connected with it;

(g) to incur expenditure subject to provisions of the approved budget;

(h) to enter for and on behalf of the Society into agreements including those containing arbitration clauses.

(i) to approve allocation of grants to its branches and units at district, block and village levels as also to approve with which it enters into collaborative ventures.

(j) to take over, acquire (by purchase, gift, exchange, lease, hire or otherwise) from Government of India and through the Government from foreign and international agencies and organisations, the State Governments and other public or private bodies or organisations or individuals, institutions, libraries, laboratories, museums, immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions thereunder it is concluded, is inconsistent with the objects of the society or the policy of the Government of India.

(k) to appoint boards, Standing Committees and panels, consisting of persons who may or may not be members of the Society or employees of the Council, to deal with any demarcated area of operation, the composition of which and the upper financial limit of which shall be determined by the Executive Committee.

(l) to impose and recover fees and charges for the services rendered by the Society.

(m) the Executive Committee may by resolution delegate such administrative, financial and other powers to its Chairman, Standing Committees, branches, Member-Secretary or any other Officer of the Society as it may consider necessary.

21. The Chairman shall preside over all the meetings of the Executive Committee. In his absence, the Member-Secretary shall preside over the meeting.

22. Seven members of the Executive Committee present in person shall constitute the quorum. No quorum shall be required for an adjourned meeting.

23. Any business, which it may be necessary for the Executive Committee to perform, except such as may be required to be placed before the Annual General Meeting of the General Council, may be performed by a resolution so circulated and approved by a majority of the members signing and shall be as effectual and binding as if the resolution has been passed at a meeting of the Executive Committee.

24. The proceedings of all meetings of the Executive Committee shall be submitted to the Chairman of the Executive Committee for approval before these are issued.

VI. CHAIRMAN

25. The Education Secretary shall ex-officio be the Chairman of the Executive Committee.

26. (a) The Chairman shall ensure that all the affairs of the Society are run efficiently and in accordance with the provisions of the scheme, the Memorandum of Association, Rules and Regulations and bye-laws of the Society.

(b) He shall preside over the meetings of the Executive Committee.

(c) The Chairman may himself call, or by a requisition in writing signed by him may require the Member Secretary to call a meeting of the Executive Committee at any time.

(d) In case the votes for and against a particular issue are equal, the Chairman shall exercise his casting vote;

(e) The Chairman shall be the sole and absolute authority to judge the validity of the vote cast by members at all the meetings of the Executive Committee;

(f) The Chairman may in writing delegate such of the powers as he may consider necessary to the Member Secretary;

(g) The Chairman shall be entitled to invite any other person to attend the meeting of the Executive Committee but such persons shall have no power of voting;

(h) The Chairman may direct the Secretary to call a special meeting of the Executive Committee at a short notice, in case of emergency;

(i) On all such matters as the Chairman thinks are of sufficient importance and urgency and cannot await being placed before the next meeting of the Executive Committee, and which he anticipates would get the approval of the Committee, the Chairman shall take decisions and place the same before the Executive Committee at its next meeting.

VII. STATE PROGRAMME DIRECTOR

27. The Member-Secretary of the Executive Committee shall be the State Programme Coordinator. She shall be appointed by the President.

28. Subject to any order that may be passed by the Government of India the State Government and other appropriate authorities of the Society the State Programme Director shall be responsible for :

(i) The Executive functions and implementation of the scheme of Mahila Samakhya in accordance with the scheme, the Memorandum of Association, Rules and Regulations and the directions of the General Bodies and the Executive Committee;

(ii) The proper administration of the affairs and funds of the Society;

(iii) Prescribing the duties of all employees of the Society;

(iv) Exercising supervision and disciplinary control over the work and conduct of all employees of the Society; and

(v) Coordinating and exercising general supervision over all the activities of the Society, including its Branches.

29. She shall enjoy all executive powers necessary for the discharge of these responsibilities and financial powers to meet the needs of day to day functioning of the Society and any other that may be delegated to her by the General Council or the Executive Committee. She shall also enjoy the power of delegating similar financial powers for day to day functioning of the district level branch offices of the society.

VIII. DISTRICT PROGRAMME COORDINATOR

30. The District Programme Coordinator shall be appointed by the State Government in accordance with the bye-laws that may be passed therefore. The term of office of the District Programme Coordinator shall be three years and she/he will be eligible for re-appointment.

31. The District Programme Coordinator shall have the same powers and responsibilities in relation to the District Branch of the Mahila Samakhya as the State Programme Director has at the State level.

IX. FUNDS OF SOCIETY

32. The funds of the Society shall consist of the following:

- (a) Grants made by the Central Government;
- (b) Grants made by the State Government;
- (c) Project funds that may be raised by Mahila Samakhya;
- (d) Income and receipts from other sources.

33. The society may in pursuance of its objects:

- (a) Invest and deal with funds and money of the Society.
- (b) Borrow and raise moneys on mortgages, promissory notes or other securities funded or based upon all or any of the properties and assets of the Society or without any securities;

(c) Draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments.

(d) Create reserve fund, sinking fund, insurance fund or any other special fund whether for depreciation, repairs improvement, extension or maintenance of any of the properties or rights of the Society and/or for recouping wasting assets and for any other purposes for which the Society deems it expedient or proper to create or maintain any such fund or funds.

34. All properties of the Society moveable or immovable shall rest in the Society and shall be administered by the State Programme Director within the parameters set by the scheme or by the General Council or otherwise as directed by the Central Government.

35. The society may purchase, hire, lease, exchange or otherwise acquire property moveable or immovable, tangible or intangible (including copy rights, patents and intellectual properties) and construct, alter and/or maintain such buildings and works as may be necessary for carrying out the objects of the Society.

36. The Society may sell, hire, lease, exchange or otherwise transfer or dispose of all or/any property, moveable or immovable, of the Society, provided that for the transfer of immovable property approval in writing of the Government of India is obtained.

37. The income and property of the society, however, derived shall be applied towards the promotion of the objects as set forth in the Memorandum of association subject, nevertheless, in respect of expenditure of grants made by the Government of India to the conditions and guidelines it may from time to time give. No portion of the income and property of the society shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise, howsoever by way of profit to persons who at any time are or have been members of the society or to any of them, or to any persons claiming through them or any or them provided that nothing herein shall prevent the payment in good remuneration to any member or other person in return for services

rendered to the society or for traveling allowance, halting allowance and other similar charge

38. (a) The bankers of the society shall be any of the scheduled nationalised banks.

(b) All funds shall be paid into the society accounts with the aforesaid bankers and shall not be withdrawn except by cheques signed by the State Programme Coordinator or by such officer of the Council as may be duly empowered in this behalf by the Executive Committee.

(c) Unless otherwise authorised by the Executive Committee, no new account shall be opened.

X. AUDIT OF ACCOUNTS

39. (a) The society shall cause regular accounts to be kept of its money and properties. The accounts shall be maintained in such form as may be prescribed by the Registrar of Societies of the State Government in keeping with rules in force under the Societies Registration Act, 1980 subject to the condition that in respect of grants from the Central Government, The directions of the Government of India shall be adhered to.

(b) The accounts of the society shall be audited annually by a chartered Accountant and in accordance with the provision of the Societies Registration Act, 1860.

(c) The audited accounts shall be communicated to the General Council, who shall submit a copy of the audit report along with its observations to the Central Government and the State Government.

XI. ANNUAL REPORT

40. The Annual Report of the working of the society and all work undertaken during the year, together with balance sheet and audited accounts, shall be prepared by the Executive Committee for information of the Government of India and the members of the society. A draft of the Annual Report along with the audited accounts of the Society and the auditor's report thereon shall be placed before the General Council in its annual General Meeting.

XII. AMENDMENTS

41. With the approval of the Government of India the Society may alter, extend or abridge the purpose for which it is established, or to amalgamate the society either wholly or partly with any other society in accordance with the provisions of the Societies Registration Act, 1960, as applicable to the State.

42. As and when there is any change in the nomenclature of Ministries, Departments Institutions(s) and designations mentioned in the Rules, such changes shall automatically stand incorporated in these Rules.

43. If the society needs to be dissolved, it shall be dissolved as per provision laid down under sections 13 and 14, of the Societies Registration Act, 1860 as applicable to the State of Uttar Pradesh.

44. If, on the winding up or dissolution of the Society, there shall remain after the satisfactions of all its debts and liabilities, any property whatsoever the same shall not be paid to, or distributed among, the members of the Society or any of them but shall accrue to Government of India by escheat.

XIII. MISCELLANEOUS

45. Once in every year a list of members of the Governing Body shall be filed with the Registrar of Societies required under Section 4 of the Societies Registration Act, 1960.

46. If necessary, the Society can be dissolved as per the provisions laid down under section 13 and 14 of the Societies Registration Act, 1960.

4.1 NATIONAL RESOURCE GROUP (NRG)

4.1.1 A National Resource Group has been constituted by the Department of elementary Education and Literacy, Ministry of Human Resource Development to advise and to guide the programme. The NRG provides a crucial interface for MS with the voluntary sector, the women's movement and research and training institutions. This body discusses and debates the various conceptual issues and concerns, which arise in the programme; advise on how to evaluate the programme, and also advises GoI on policy matters concerning women's education.

4.1.2 The Ministry of Education, Government of India, nominates members to the NRG. Every two years the NRG is reconstituted. To ensure a national representation, members from various parts of the country are nominated thereby bringing in viewpoints and experiences from different regional and social contexts. Women who have achieved eminence in the fields of education, health, rural development, journalism, research on gender issues, activism, training have been and are members of the NRG. In addition there are also members from the Central Government departments like Education and Women & Child development. All State Programme Directors of MS are also members. State Education Secretaries, who are Chairpersons of State MS Societies also participate in the NRG deliberations as special invitees.

4.2 ROLE OF THE NRG

4.2.1 Unlike the Executive Committees and General Councils which oversee the running of the programme in a given state, the National Resource Group plays an advisory role. It is not directly concerned with the nitty-gritty details of programme implementation. Its focus is to look at larger programme processes, interventions, directions and trends. The role of the NRG is:

- i) To advise and guide GoI in policy matters concerning women's education; and the future role of MS strategy in larger educational intervention.
- ii) To safeguard the non-negotiables of MS and ensure they are treated as such at all levels.
- iii) To plan the future expansion of the programme and contain it to an optimum size.
- iv) To participate in internal evaluations/reviews in order to be in tune with the emerging needs of the programme.

- v) To draw upon the experience and knowledge of similar intervention by different groups/individuals in the field of research and action.
- vi) To devise mechanisms to safeguard the national character of the programme as members of the State ECs.

4(1) b (v)

Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions

1. Selection process of MS functionaries
2. Roles and responsibilities
3. Code of Conduct
4. TA/DA and Leave rules
5. Delegation of financial powers
6. Guidelines on procurement
7. Selection Committees for various positions

4(1) b (vi)

A statement of the categories of documents that are held by it or under its control

1. Proceedings of the EC Meeting
2. Proceedings of subcommittee meetings
3. Selection Committee Proceedings
4. Annual Activity and Budget Plan
5. Audited Financial Statements
6. Annual Progress reports
7. Research Studies
8. Reports of Joint Review Mission
9. Reports and correspondence related to various activities undertaken

4(1) b(vii)

Details of consultative committees and other bodies

A National Resource Group has been constituted by the Department of Elementary Education and Literacy, Ministry of Human Resource Development to advise and to guide the Programme. The NRG provides a crucial interface for MS with the voluntary sector, the women's movement and research and training institutions. The body discusses and debates the various conceptual issues and concerns, which arise in the programme; advise on how to evaluate the programme, and also advises GOI on policy matters concerning women's education.

1. General Council
2. Executive Committee

3. Admin & Finance Committee
4. Selection Committee

4(2) b (viii) Statement of the boards councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

S. N.	Name	Designation in Executive Committee MSUP
1.	Shri Anil Sant, I.A.S. Secretary Basic Education Government of UP Lucknow	Chairperson
2.	Dr. Suparna Pachori National Project Director Mahila Samakhya 317-C Wing, Shastri Bhawan Department of School Education & Literacy Ministry of HRD, New Delhi-110 001	Member (GoI nominee)
3.	Shri S. K. Rai Financial Advisor Department of School Education & Literacy Ministry of HRD Shastri Bhavan New Delhi - 110 115	Member (GoI nominee)
4.	Dr. Ruprekha Verma Sajhi Duniya, B-355 Mahanagar, Lucknow	Member (GoI nominee)
5.	Ms. Alka State Programme Director Mahila Samakhya UP, 4/13 Vishal Khand, Gomti Nagar, Lucknow- 226 010	Member Secretary
6.	Shri Dinesh Chandra Kannaujia Director, Basic Education Government of UP Lucknow	Member (State Government nominee Deptt of Education)
7.	Shri K. Ram Mohan Rao Director, SSA Government of UP Lucknow	”

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8.	Shri Sanjay Mohan Director, Literacy and Alternative Education Government of UP Lucknow	Member (nominee of State Education Dept.)
9.	Ms. Sehba Hussain, Beti Foundation, Sec-C, 842 Mahanagar, Lucknow	”
10	Shri Devendra Nath Verma Director ICDS Government of UP Lucknow	Member (Representative State Govt WCD)
11.	Shri Sanjeev Kumar Commissioner, Rural Development Government of UP Lucknow	Member (Representative State Govt Rural Development Dept)
12.	Shri Vidya Sagar Shukla Special Secretary, Finance Government of UP Lucknow	Member (Representative State Finance Department)
13.	Ms. Kiranlata Jaiswal District Programme Coordinator District Implementation Unit Mahila Samakhya, 63 A Khanan Office, Behind C.M.O. Office, Allahabad	Member
14.	Ms. Priyanka Saxena District Programme Coordinator District Implementation Unit Mahila Samakhya, 100, Thathrai, Near Shubhala Pharmacy, Auraiya	”
15.	Ms. Rajbul Nisha District Programme Coordinator District Implementation Unit Mahila Samakhya, Civil Line, Hanumanpuri, 23 No. Colony, Near SSP Office, Bahraich	”
16.	Ms. Kanak Prabha District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya Naushara Mohalla, Gonda Road, Balrampur	”
17.	Ms. Ranjana Khare District Programme Coordinator District Implementation Unit Mahila Samakhya, Baghv Pratap Singh Chaudhary, Advocate 216 Surya Nagar,	”

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	Chandpur Road, Bulandshahar	
18.	Ms. Chandrakanta District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya, 427/380-2 , Rampuri, Purana Bazar, Chitrakoot	”
19.	Ms. Shagufta Yasmeen District Programme Coordinator District Implementation Unit Mahila Samakhya, H.No. : B-689, Swami Dayanad Nagar, Near Shastri Nagar, Chowraha, Gorakhpur	”
20.	Ms. Ranjana Tiwari District Programme Coordinator District Implementation Unit Mahila Samakhya, 29, New Colony Muradganj, New Gang, Jaunpur	”
21.	Ms. Nisha Chaudhari District Programme Coordinator District Implementation Unit Mahila Samakhya, Plot No. -2, Dwarika Enclave, Krishna Nagar Mathura	”
22.	Ms. Sharda Pandey District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya, F-126, Officer's Colony, Opp. A.D.M. Avas, Civil Lines, Mau	”
23.	Ms. Vinita Tripathi District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya, 1305/1, South Civil Lines, Circular Road, Muzaffarnagar	”
24.	Ms. Saroj Singh District Programme Coordinator District Implementation Unit Mahila Samakhya, Meera Bhawan Crossing, Karanpur Khas, Opposite Stadium Pratapgarh	”
25.	Ms. Shikha Rana District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya, Prempuri Colony, Near Mittal Nursery, Behat road, Saharanpur	”
26.	Ms. Poonam Singh District Programme Coordinator District Implementation Unit	”

	Mahila Samakhya, Near – Sabji Mandi, Badi Masjid, Bhinga, Shrawasti	
26.	Dr. Safiya Zameer District Programme Coordinator District Implementation Unit Mahila Samakhya, Shivpuri Colony, Near Homeguard Office, Sitapur	”
28.	Ms. Ruchi Srivastava District Programme Coordinator District Implementation Unit Mahila Samakhya, S.- 24/3 , A-5, K.-4, Mahavir Nagar, Near Doctor's Colony, Taktapur, Varanasi	”
29.	Ms. Anjali Dave Tata Institute of Social Sciences Deonar, Mumbai	Member (Nominee of National Resource Group)
30.	Ms. Anuradha Joshi SIDH, Landour Mussoorie, Dehradun	”
31.	Representative distt resource Group (on rotation)	Member
32.	2 Sahayoginies on rotation.	”

4(1) b (ix) Directory of officers and employees

Sl. No.	Name	Designation
1.	Alka	State Programme Director
2.	Ms. Ganga Sharma	State Resource Person
3.	Ms. Poonam Gupta	”
4.	Ms. Garima	State Consultant
5.	Mr. Shrichandra Verma	Accounts Officer
6.	Mr. Mridul Tiwari	Accountant
7.	Mr. Yogesh Kumar	”
8.	Ms. Anju Rathor	Stenographer
9.	Mr. Pankaj Tiwari	”
10	Ms. Preeti Srivastava	DEO
11.	Ms. Dolly Khanna	
12.	Mr. Mata Prasad	Driver
13.	Mr. Anil Mishra	”
14.	Mr. Raju	Messenger
15.	Mr. Ravi Shankar Pandey	”
16.	Mr. Vipin Kumar Verma	”

17.	Mohd. Sayeed Ansari	„
18.	Ms. Santosh	,

4(1) b(x) Monthly remuneration received by each of its officers and employees

S.N.	Name	Designation	Monthly honorarium
1.	Alka	State Programme Director	30,000/-
2.	Ms. Ganga Sharma	State Resource Person	20,000/-
3.	Ms. Poonam Gupta	„	19,000/-
4.	Ms. Garima	State Cosultant	16,000/-
5.	Mr. Shrichandra Verma	Accounts Officer	16,000/-
6.	Mr. Mridul Tiwari	Accountant	10,000/-
7.	Mr. Yogesh Kumar	„	10,000/-
8.	Ms. Anju Rathor	Stenographer	10,000/-
9.	Mr. Pankaj Tiwari	„	10,000/-
10	Ms. Preeti Srivastava	DEO	8,000/-
11.	Ms. Dolly Khanna		8,000/-
12.	Mr. Mata Prasad	Driver	7600/-
13.	Mr. Anil Mishra	„	7600/-
14.	Mr. Raju	Messenger	6100/-
15.	Mr.Ravi Shankar Pandey	„	6100/-
16.	Mr. Vipin Kumar Verma	„	6100/-
17.	Mohd. Sayeed Ansari	„	6100/-
18.	Ms. Santosh		6100/-

4(1) b (xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-

Grants received, utilized and unutilized during the year 2009-2010 and 2010-2011 are as follows-

Sl. No.	Year	Grants available at the beginning of the year	Grants received during the year	Amount utilised	Unspent (Rs. In Lakhs)
1	2009-10	50.33	856.71	875.56	31.48
2	2010-11	31.48	763.81	691.85	102.99 (provisional)

4(1) b (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not Applicable.

4(1) b (xiii) Particulars of recipients of concessions, permits or authorizations granted by it

Not Applicable.

4(1) b (xiv) Details in respect of the information available to or held by it reduced in an electronic form

Information regarding Mahila Samakhya Uttar Pradesh can be accessed through our website as under –

www.mahilasamakhyaup.org

Telephone Numbers: 0522- 2391394, 2398864

Fax number: 0522- 2391394

Email: msup1@rediffmail.com

4(1) b(xv) Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

Public can access information under RTI Act from the office on any working day during office hours as under –

09.30 a.m. to 06:00 p.m.

1.30 p.m. to 2.00 p.m. Lunch

(Monday to Friday)

4 (1) b (xvi) Name, Designation and other particulars of Public Information Officers

In respect of Mahila Samakhya Uttar Pradesh, State Office, Lucknow, CPIO is.

Ms. Ganga Sharma

State Resource Person

Mahila Samakhya Uttar Pradesh

4/13 Vishal Khand, Gomti Nagar

Lucknow- 226 010

Ph: 0522- 2391394, 2398864

Fax: 0522- 2391394

Email – msup1@rediffmail.com

4 (1) b (xvi) Name, Designation and other particulars of Public Information Officers

S. N.	PIOs	Appellate Authority
1.	Ms. Kiranlata Jaiswal District Programme Coordinator District Implementation Unit Mahila Samakhya, 63 A Khanan Office, Behind C.M.O. Office, Allahabad Phone 0532-2440724 msalld532@sify.com	Ms. Ganga Sharma State Resource Person Mahila Samakhya UP, 4/13 Vishal Khand, Gomti Nagar, Lucknow- 226 010 Ph: 0522-2391394, 2398864 Fax: 0522- 2391394 Email – msup1@rediffmail.com
2.	Ms. Priyanka Saxena District Programme Coordinator District Implementation Unit Mahila Samakhya, 100, Thathrai, Near Shubhala Pharmacy, Auraiya Phone 05683-245043 msauraiya@rediffmail.com	As above
3.	Ms. Rajbul Nisha District Programme Coordinator District Implementation Unit Mahila Samakhya, Civil Line, Hanumanpuri, 23 No. Colony, Near SSP Office, Bahraich Phone 05252-236715 mahilasamakhya_bahraich@rediffmail.com	As above
4	Ms. Kanak Prabha District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya Naushara Mohalla, Gonda Road, Balrampur Phone: 05263-234518 ms_balrampur@rediffmail.com	As above
5.	Ms. Ranjana Khare District Programme Coordinator District Implementation Unit Mahila Samakhya, Baghv Pratap Singh Chaudhary, Advocate 216 Surya Nagar, Chandpur Road, Bulandshahar Phone 05732-231744 msbulandshahr@rediffmail.com	As above
6.	Ms. Chandrakanta District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya, 427/380-2, Rampuri, Purana Bazar, Chitrakoot Phone 05198-233367	As above

4 (1) b Proactive Disclosures under Right to Information Act 2005

	ektsamakhya@rediffmail.com	
7.	Ms. Shagufta Yasmeen District Programme Coordinator District Implementation Unit Mahila Samakhya, H.No. : B-689, Swami Dayanad Nagar, Near Shastri Nagar, Chowraha, Gorakhpur Phone 0551-260138 msgkp_k1@rediffmail.com	As above
8.	Ms. Ranjana Tiwari District Programme Coordinator District Implementation Unit Mahila Samakhya, 29, New Colony Muradganj, New Gang, Jaunpur Ph. : 05454-272020 msjnpl@rediffmail.com	As above
9.	Ms. Nisha Chaudhari District Programme Coordinator District Implementation Unit Mahila Samakhya, Plot No. -2, Dwarika Enclave, Krishna Nagar Mathura Phone 0565-2424578 msmathura@gmail.com	As above
10.	Ms. Sharda Pandey District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya, F-126, Officer's Colony, Opp. A.D.M. Avas, Civil Lines, Mau Phone 0547-2500412 samakhyamau@gmail.com	As above
11.	Ms. Vinita Tripathi District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya, 1305/1, South Civil Lines, Circular Road, Muzaffarnagar Phone 0131-2621153 msmuzaffarnagar.2009@rediffmail.com	As above
12.	Ms. Saroj Singh District Programme Coordinator District Implementation Unit Mahila Samakhya, Meera Bhawan Crossing, Karanpur Khas, Opposite Stadium Pratapgarh Ph. : 05341-245572 mspbh@rediffmail.com	As above
13..	Ms. Shikha Rana District Programme Coordinator (I-C) District Implementation Unit Mahila Samakhya, Prempuri Colony, Near Mittal Nursery, Behat road, Saharanpur Phone 0132-2680250 mahila789@rediffmail.com	As above
14.	Ms. Poonam Singh District Programme Coordinator	As above

	District Implementation Unit Mahila Samakhya, Near – Sabji Mandi, Badi Masjid, Bhinga, Shrawasti Ph. : 05250-222530 mahilasamakhya@gmail.com	
15.	Dr. Safiya Zameer District Programme Coordinator District Implementation Unit Mahila Samakhya, Shivpuri Colony, Near Homeguard Office, Sitapur Ph. : 05862-249735 samakhyastp@hotmail.com	As above
16.	Ms. Ruchi Srivastava District Programme Coordinator District Implementation Unit Mahila Samakhya, S.- 24/3 , A-5, K.-4, Mahavir Nagar, Near Doctor's Colony, Taktakpur, Varanasi Phone 0542-2508004 msvns@sify.com	As above

4(1) b (7) Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof

Executive Committee which consists of National Project Director, Chairperson (Ex-Officio-Secretary, Education Department) GoI nominee, District Resource Group Members, National Resource Group Members besides State and District heads meet once in a quarter to discuss policy issues and monitoring programme and its activities.